

| <b>GUIDELINE</b>  | <b>PERFORMANCE</b>   | <b>EXCEPTIONS</b>                            |
|---|--|--|
| <p>1) Turnover Checklists</p> <p>a) Checklists should document that the following have been reviewed:</p> <p>i) Equipment checklists showing status, and noting any abnormal lineups or valid alarms</p> <p>ii) Round sheets and logs</p> <p>iii) Operator checklists providing vital information on key operational and safety parameters</p> <p>iv) Operations Supervisory Checklists showing facility status, planned maintenance, and tests</p> | <p>1) Turnover Checklists</p> <p>a) Checklists document many parameters that are reviewed after a specific evolution (see <a href="#">Keyword=Check</a>). These checklists generally relate to turnover of a system for routine operations as opposed to shift turnover:</p> <p>i) Equipment checklists showing status, and noting any abnormal lineups or valid alarms; for example, see <a href="#">OPM 4.56.a</a>, "AGS Ring Sweep Checklist"</p> <p>ii) Round sheets and logs; for example, see <a href="#">OPM 4.1.f</a>, "C-A Gate Security Log Sheet for Remote Access"</p> <p>iii) Operator checklists providing vital information on key operational and safety parameters; for example, see <a href="#">OPM 9.1.2</a>, "Procedure for Preparing and Maintaining an RSC Check-Off List and Assuring that RSC Recommendations are Completed"</p> <p>iv) Operations supervisory checklists showing facility status, planned maintenance, and tests; for example, see <a href="#">OPM 2.27.a</a>, "Operations Acceptance of New Equipment/Systems Checklist"</p> | <p>1) Turnover Checklists</p> <p>None</p>    |
| <p>2) Document Review</p> <p>a) A review of documents and checklists, as required, should be made to ensure that the operators review and understand the important operations history, the present status of the equipment, and any planned events.</p>   | <p>2) Document Review</p> <p>a) Shift turnovers include a thorough review of appropriate documents describing important aspects of accelerator status, and some shift turnovers may include a review of a checklist if relevant to operations or ESH. Reviews are complimented by a discussion between the off-going and oncoming operators. For example, see <a href="#">OPM 2.8</a>, "Shift Turnover" and <a href="#">OPM 7.1.1</a>, "Cryogenic Operations Shift Turnover."</p>  | <p>2) Document Review</p> <p>None</p>        |
| <p>3) Control Panel Walkdown</p> <p>a) Walkdown the control panels to determine the plant's status by observing system lineups, switch positions, lighted annunciators, chart recorders, and status lights</p> <p>b) Oncoming and outgoing personnel should review control panels together.</p>   | <p>3) Control Panel Walkdown</p> <p>a) Shift turnovers include a thorough inspection of equipment, control systems and appropriate accelerator instrumentation. See <a href="#">OPM 2.8</a>, "Shift Turnover" and <a href="#">OPM 7.1.1</a>, "Cryogenic Operations Shift Turnover."</p> <p>b) Reviews are complemented by a discussion between the off-going and oncoming operators. See <a href="#">OPM 2.8</a>, "Shift Turnover" and <a href="#">OPM 7.1.1</a>, "Cryogenic Operations Shift Turnover."</p>   | <p>3) Control Panel Walkdown</p> <p>None</p> |

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| 4) Discussion and Exchange of Responsibility<br>a) When all operations personnel are confident that the oncoming personnel are fully cognizant of plant conditions, and conditions are stable, the oncoming operators and supervisor should state that they take responsibility for the shift, and note such in the appropriate log | 4) Discussion and Exchange of Responsibility<br>a) The oncoming Operations Coordinator signifies that he/she is cognizant of facility operations and is prepared to assume responsibility for operations at the end of the previous shift. See <a href="#">OPM 2.8</a> , "Shift Turnover" and <a href="#">OPM 7.1.1</a> , "Cryogenic Operations Shift Turnover."                                       | 4) Discussion and Exchange of Responsibility<br>None |
| 5) Shift Crew Briefing<br>a) Briefing of operators and support groups, as required, should be conducted by the Operations Supervisor and include a review of the facility status, equipment problems, and changes in progress or planned changes  | 5) Shift Crew Briefing<br>a) Any special information required on a particular shift is written in the logbook by the senior person in charge of the group and verbally emphasized during briefings with operators. See <a href="#">OPM 2.8</a> , "Shift Turnover" and <a href="#">OPM 7.1.1</a> , "Cryogenic Operations Shift Turnover."   | 5) Shift Crew Briefing<br>None                       |
| 6) Reliefs Occurring During the Shift<br>a) Relief reviews and walkdowns should be performed as required, depending on the familiarity of the oncoming persons with the current conditions  | 6) Reliefs Occurring During the Shift<br>a) Exchange of operators or the Operation Coordinator during a shift is done in a way to ensure that the oncoming person is knowledgeable of the conditions as he would have been had a complete shift turnover process been conducted. See <a href="#">OPM 2.8</a> , "Shift Turnover" and <a href="#">OPM 7.1.1</a> , "Cryogenic Operations Shift Turnover." | 6) Reliefs Occurring During the Shift<br>None        |